



State of Wisconsin
Legislative Technology Services Bureau
17 West Main Street, Suite 200
Madison, WI 53703-3305

Office: (608) 264-8582
Fax: (608) 267-6763

www.legis.wisconsin.gov
E-mail: technical.support@legis.wisconsin.gov

Working Title: Enterprise Database Administrator

Location: Madison, WI

Hiring Organization: Legislative Technology Services Bureau (LTSB)

Schedule: Full-Time, Monday through Friday (additional hours as necessary)

Salary: Starting salary is \$55,000 and above depending on qualifications

Position Summary: The Enterprise Database Administrator designs and implements databases and systems utilizing various versions of Microsoft SQL Server supporting ongoing Legislative Technology Services Bureau production systems. The Enterprise Database Administrator creates complex data structures, performs data mapping functions, and acts as a resource for database design best practices to the LTSB software development team. This position will also administer, maintain, and implement policies and procedures for ensuring the availability, security, and integrity of the database environments. This position will transition existing Oracle databases to MS SQL server databases and over time help position long term database strategies.

Job Duties: The Enterprise Database Administrator is responsible for data modeling and design, integration architecture analysis, system analysis, database and SQL statement tuning, database and client installation/upgrades, backup and recovery, database availability, writing administration scripts and meeting with development teams on various projects. The Enterprise Database Administrator is responsible for all production databases and application interfaces related to the Legislative Bill drafting system and other duties as assigned.

Knowledge Required:

Technical Skills

- Primary database experience is with Microsoft SQL Server 2003,2005,2008
 - Managing MS SQL Clusters
 - Experience administering SSRS (SQL Server Reporting services)
 - Administering and developing SSIS (SQL Server Integration Services)
 - Managing transactional operations and data warehousing
 - Database and object configuration and maintenance
 - Script creation for general administration tasks
 - Logical and physical space management
 - Writing and maintaining PL/SQL procedures
 - SQL statement tuning and troubleshooting
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- Performance tuning
- Backup and Recovery planning for Solaris, Oracle, and MS SQL Server
- Knowledge of Solaris 10 administration
- Experience with Oracle running on Solaris 10

Organizational Skills

- Excellent customer service skills
- Attention to detail
- Ability to actively participate on a team
- Understanding of project management

Knowledge Desired

- Operation and maintenance of Postgres SQL
- Disaster recovery planning related to Oracle
- Wisconsin Legislature rules and procedure, applications and systems that support Legislative activities.
- Wisconsin Legislature Chief Clerks, and applications, systems and processes that support (their) Legislative Session-related activities.

Additional Requirements

- Certified MSCDBA or the ability to retain
- Excellent written, verbal and interpersonal communication skills
- Work occasional nights and weekends to perform scheduled maintenance and system upgrades
- Ability to work under deadlines
- General data center procedures
- Certified Oracle DBA or the ability to retain
- Commitment to quality customer service
- Willing and able to work in a nonpartisan environment

How to Apply:

Qualified applicants should submit

1. Detailed resume
2. Cover letter that specifically outlines your experience and education as they relate to the requirements of this position

For prompt consideration send the above resume and cover letter to:

HRLTSB@legis.wisconsin.gov

Legislative Technology Services Bureau
Attn: Teresa Pellitteri
17 West Main Street, Suite 200
Madison, WI 53703

The Legislative Technology Services Bureau is an Equal Opportunity/Affirmative Action employer.